UNITED NATIONS

ST

Secretariat

ST/IC/1991/17
5 March 1991

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: SEPARATION PAYMENTS FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES AND FOR STAFF IN THE FIELD SERVICE CATEGORY*

1. In information circular ST/IC/1990/46 of 10 July 1990, staff members were informed of the decision taken by the General Assembly, in its resolution 44/198 of 21 December 1989, concerning separation payments (commutation of annual leave, repatriation grant, death grant and termination indemnity) for staff in the Professional and higher categories. In accordance with this decision, with effect from 1 July 1990: (a) all separation payments, other than commutation of annual leave, should be calculated on the basis of the base salary scale; and (b) the lump sum payable in lieu of unused annual leave should be calculated on the basis of net remuneration (net salary plus post adjustment) applicable at the duty station from which the staff member separates.

2. As indicated in paragraph 4 of information circular ST/IC/1990/46, the scale of separation payments effective 1 April 1990 was higher at all levels than the base salary scale effective 1 July 1990. In view of this situation, at its thirty-first (March 1990) session, the International Civil Service Commission (ICSC) decided that:

(a) For staff members on board prior to 1 July 1990, separation payments (other than commuted annual leave) should continue to be determined on the basis of the scale of separation payments effective 1 April 1990, until the base salary scale reached a level higher than the 1 April 1990 scale of separation payments, at which time the scale of separation payments would be abolished and separation payments would be calculated on the basis of the base salary scale;

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* Personnel Manual index No. 9091.

(b) For staff members appointed on or after 1 July 1990, separation payments, other than commuted annual leave, should be calculated on the basis of the base salary scale.

3. The General Assembly, at its forty-fifth session, approved a revised base salary scale for staff in the Professional and higher categories, effective 1 March 1991. At most steps of the scale, the revised base salaries effective 1 March 1991 are still lower than the amounts of separation payments in effect under the 1 April 1990 scale. In accordance with the procedure mentioned in subparagraph 2 (a) above, for those staff members on board prior to 1 July 1990, separation payments due on or after 1 March 1991 will be calculated on the basis of either (a) the base salary scale effective 1 March 1991 or (b) the scale of separation payments effective 1 April 1990, whichever is higher.

4. In order to facilitate the determination of separation payments (other than commuted annual leave) applicable to staff members who were on board prior to 1 July 1990, an annex to the scale of separation payments is attached to the present circular. This annex shows those steps for which the amounts of separation payments in effect under the scale, effective 1 April 1990, are higher than the revised base salary scale effective 1 March 1991.

5. With regard to separation payments applicable to staff in the Field Service category, in paragraph 7 of information circular ST/IC/1990/46 it was noted that, pending the outcome of a comprehensive review of the conditions of service applicable to this category of staff, the scale of separation payments, effective 1 April 1990, will be used for calculating all separation payments, including commuted annual leave. The comprehensive review, which was finalized at the end of 1990, resulted inter alia in the implementation of a revised base salary scale, effective 1 July 1990. The salaries under the revised base scale, effective 1 July 1990, are higher at all levels and steps than the corresponding amounts of separation payments, effective 1 April 1990. Accordingly, with effect from 1 July 1990, all separation payments (other than commuted annual leave) for staff in the Field Service category will be calculated on the basis of the base salary scale applicable to this category of staff. At the same time, the scale of separation payments for the Field Service category is abolished effective 1 July 1990. As in the case of staff in the Professional and higher categories, effective 1 July 1990 the lump sum payable in lieu of unused annual leave will be calculated on the basis of net remuneration (net salary plus post adjustment) at the duty station from which the staff member separates.

6. Those former staff members in the Field Service category who left the service between 1 July 1990 and the date of issuance of the present circular will be eligible to receive any retroactive adjustments that may result from the application of the procedure outlined in paragraph 5 above upon presentation of a written claim to their former executive/personnel offices. Such claims must be made within one year of the date of issuance of the present circular.

Annex

SCALE OF SEPARATION PAYMENTS APPLICABLE TO STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES
WHO WERE ON BOARD PRIOR TO 1 JULY 1990

(In United States dollars)

Effective 1 March 1991

		STEPS														
Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General																
USG	Gross	131 538														
	Net D	78 199														
	Net S	68 998														
Assistant Secretary-General																
ASG	Gross	119 094														
	Net D	71 728														
	Net S	63 920														
Director																
D-2	Gross	96 470	98 904	101 408	103 906	103 906	-									
	Net D	59 929	61 219	62 532	63 831	63 831	-									
	Net S	54 517	55 629	56 704	57 724	-	-									
Principal Officer																
D-1	Gross	-	-	87 002	89 261	91 557	93 884	96 145	96 145	-						
	Net D	-	-	54 911	56 108	57 325	58 558	59 756	59 756	-						
	Net S	-	-	-	-	52 272	53 335	54 368	-	-						
Senior Officer																
P-5	Gross	72 857	74 705	76 537	78 359	80 189	82 026	83 820	85 582	87 363	89 123	-	-	-		
	Net D	47 343	48 341	49 330	50 314	51 300	52 274	53 225	54 158	55 102	56 035	-	-	-		
	Net S	-	-	-	-	47 076	47 916	48 736	49 541	50 355	51 159	-	-	-		
First Officer																
P-4	Gross	-	-	-	-	-	-	68 816	70 515	72 263	74 014	75 740	77 442	-	-	-
	Net D	-	-	-	-	-	-	45 161	46 078	47 022	47 968	48 900	49 819	-	-	-
	Net S	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Second Officer																
P-3	Gross	-	-	-	-	53 663	55 296	56 912	58 465	59 935	61 340	62 744	64 183	65 687	-	-
	Net D	-	-	-	-	36 838	37 763	38 652	39 506	40 314	41 087	41 859	42 651	43 471	-	-
	Net S	-	-	-	-	-	-	-	36 487	37 213	-	-	-	-	-	-
Associate Officer																
P-2	Gross	-	-	-	-	43 049	44 381	45 727	47 062	48 379	49 712	51 035	-			
	Net D	-	-	-	-	30 749	31 535	32 314	33 075	33 826	34 586	35 340	-			
	Net S	-	-	-	-	-	-	-	-	-	-	32 741	-			
Assistant Officer																
P-1	Gross	-	-	30 776	31 953	33 170	34 404	35 696	36 928	38 133	39 303					
	Net D	-	-	23 423	24 141	24 884	25 636	26 411	27 138	27 848	28 539					
	Net S	-	-	-	-	-	-	24 677	25 335	25 978	26 603					

Note: The blanks indicate that the revised base salary scale, effective 1 March 1991, is higher than the amounts of separation payments in effect under the 1 April 1990 scale. Therefore, at these steps, separation payments (other than commuted annual leave) will be calculated on the basis of the base salary scale.